



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 29, 2015

Constance Gaghagen
3707 N Fillmore St
Davenport, IA 52806

Dear Connie,

This letter is in regards to the 4/17/15 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. Becky Kalar accompanied me on this visit. You will receive a separate complaint write up addressing the complaint that we discussed on this date. The following areas were out of compliance at the time of our visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Emergency numbers need posted, child lock for upstairs bathroom, hot tub in back yard need working locks and restrict area of wheel barrow, emergency and disaster plans needs written out and posted for all exits, start documenting emergency drills, need another no smoking sign by back door by hot tub, need more smoke detectors upstairs, need pet records current

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.
Need to post

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.
Need to post

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.
Need child lock

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.
Hot tub- not all locks are in working order

☐ 110.5(1)h Is fenced off when located on a busy thoroughfare or near a hazard.
Restrict access to wheel barrow area

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Needs written out and posted

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Needs written out and posted

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Has not documented

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Needs one for the upstairs area

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Need a few upstairs – ensure there is one for each child-occupied room

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Need to document

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Need for back door by the hot tub

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Working on vet appt's – 2 dogs

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

Connie and Michael – physical form sent with letter

- ☐ 110.5(2)b Certificates or training verification documentation for:
- ☐ 110.5(2)b Within the first three months of registration:
- ☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Completed – no certificate

- ☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Live component needed- may need to retake class

- ☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

Completed a few Child Net series classes- behind on total hours

- ☐ 110.5(2)d An individual file is maintained for each substitute and contains:
- ☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

On 4-14-15 there was an unapproved individual (Robin) watching daycare children while Connie was having dental work done

- ☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643
- ☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every three years thereafter.
- ☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.
- ☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

- ☐ 110.5(8) Children's Files
- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

K.S

- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

T.M, M.F, K.S, M.M

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

T.M, M.F, K.S, M.M

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

T.M, E.S

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

Need to add blank forms to all children files

☐ 110.5(10) Substitutes

☐ 110.5(10)a All standards regarding supervision and care of children apply to substitutes.

On 4-14-15 there was an unapproved individual (Robin) watching daycare children while Connie was having dental work done

☐ 110.5(10)b Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.

☐ 110.5(10)c The substitute must be 18 years of age or older.

☐ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within BY 6/15/15.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. **This visit will occur on or after 6/15/15.**

Please do not hesitate to contact me at DHS at (563)326-8215 if you have any questions regarding this letter.

Sincerely,

Kathy Huinker

Kathy Huinker
Social Worker II

MACHELLE PEZLEY

Social Worker Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).